

## सूचीबद्धता दस्तावेज / EMPANELMENT DOCUMENT 2021-2022

सलाहकार, ठेकेदार, आपूर्तिकर्ता और सेवा प्रदाता

**CONSULTANTS, CONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS**

इस दस्तावेज के 16 पृष्ठों में निम्नलिखित सम्मिलित हैं-

This **16** (12+4) pages document, including this cover page, consists of the following:

- |    |   |                  |
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| a. | Notice inviting applications for empanelment of Consultants, Contractors, Suppliers and Service Providers (SSP) from fresh applicants and existing empanelled Firms.  | - Page No. 2     |
| b. | General rules and instructions to the intending applicants  | - Page No. 3-6   |
| c. | Scope, Cost wise Sub-Classification, Eligibility Criteria and Related Details for each category.  | - Page No. 7-11  |
| d. | Evaluation Criterion for the Application received for Empanelment   | - Page No. 12    |
| e. | Application Format for empanelment with Check List of documents furnished (Available in separate editable PDF which should be opened in Adobe Reader Version 8 & above and .xml data should also be sent by email to <a href="mailto:premiseranchico@canarabank.com">premiseranchico@canarabank.com</a> ) | - Page No. 13-16 |

अंतिम तिथी / Last Date for Submission

- 07 Nov 2020

प्रसंस्करण शुल्क / Processing Fee

- DD of **Rs. 590/-** (inclusive GST), Payable at Ranchi, favoring "**Canara Bank, Circle Office**"

परिसर एवं संपदा अनुभाग, अंचल कार्यालय, रांची

**PREMISES AND ESTATE SECTION, RANCHI CIRCLE OFFICE**

कौशल्या चैंबर्स / Kaushalya Chambers,

फोन Ph: 0651-2330857

पी पी कंपाउंड / Pee Pee Compound,

मेन रोड, रांची / Main Road, Ranchi - 834001

ई मेल Mail id : [premiseranchico@canarabank.com](mailto:premiseranchico@canarabank.com)

**सलाहकार, ठेकेदार, आपूर्तिकर्ता और सेवा प्रदाताओं की सूचीबद्धता के लिए नोटिस /  
NOTICE FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS,  
SUPPLIERS AND SERVICES PROVIDERS (SSPs)**

Applications are invited in the format given in “**Empanelment Application - Ranchi CO.pdf**”, for empanelment of Consultants, Contractors, Suppliers and Service Providers for executing various works of the Bank’s Branches/ Offices coming under our Ranchi Circle Office (with a jurisdiction of 24 districts in the state of **Jharkhand** along with THREE regional Offices at Jamshedpur, Dhanbad and Ranchi). It is proposed to maintain separate panels of Consultants, Contractors, Suppliers and Service Providers for the following specialization of works:

1. **Consultants** : Architects and Electrical Consultants
2. **Contractors** for : Civil Work & Water Proofing, Electrical Works/ Fittings, Interior Furnishing, Modular Furnishing.
3. **Suppliers and Service Providers (SSPs)**for :
  - Supply and maintenance of Air-Conditioning System
  - UPS systems and Batteries for UPS
  - Note Counting / Sorting Machine/ UV Lamps
  - Biometric Access Control & Time Lock system
  - Security Alarms (Fire / Burglar / Auto Dialer)
  - Strong Room Door, Safes, Locker suppliers
  - Transportation and Taxi Services
  - EPABX / Courier Services
  - Fire Extinguisher
  - CCTV Surveillance System
  - Fire Fighting Equipments
  - Glow Sign Boards
  - Pest Control System
  - Security Services

Please note that, as a part of Go Green initiative, only soft copies of the Application will be given by Canara Bank. **NO HARD COPY will be provided by this office.** The eligible and interested Consultants, Contractors, Suppliers and Service Providers must download both these “Documents for Empanelment” from our corporate website <https://www.canarabank.com/tenders.aspx> from **23.10.2020 onwards**, by visiting and clicking the given link. The Application should be submitted by email using the editable PDF form “**Empanelment Application - Ranchi CO.pdf**”, using a computer by opening the same in Adobe Reader version 8 and above. The detailed instruction is given in the next section. The **.XML** details must be forwarded as an attachment to **premiseranchico@canarabank.com** by email. The last date for sending the xml file by email is **07.11.2020**.

The duly completed document in the prescribed format, with all supporting documents and Processing Fee of Rs. 590/- (Inclusive of applicable GST), should be sealed in a cover and super scribed as ‘**Application for EMPANELMENT of (Category name) –2021-22**’. These documents should reach “**Premises Section, Canara Bank Circle Office, Kaushalya Chambers, PP Compound, Ranchi- 834001**” before due date. **However, due to the present COVID-19 pandemic, documents received on or before 16.11.2020 will be accepted, provided the email is sent before 07 Nov 2020.**

Existing Consultants, Contractors, Suppliers and Service Providers who are presently empanelled with Canara Bank should also submit fresh application.

All addendum/amendments in respect of this notice, if any, will be displayed on bank’s website only and no paper advertisement will be released. All interested applicants are requested to monitor the bank website for any addendum/amendments.

The Bank reserves the right to accept or reject any or all the applications without prejudice and without assigning any reasons thereof; and their decision of selection will be final.

Date: 22.10.2020

**उप महा प्रबंधक / DEPUTY GENERAL MANAGER**

## आवेदकों के लिए सामान्य नियम और निर्देश / GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

- सामान्यतः, बैंक के नियमित कार्यों के लिए खरीद/आपूर्ति सूचीबद्ध किए गए आर्किटेक्ट्स (वास्तुविद्) / ठेकेदार / आपूर्तिकर्ता से प्राप्त प्रतिस्पर्धी निविदाओं द्वारा किया जाता है। बैंक, कार्य की अनिवार्यता को देखते हुए नामांकन के आधार पर बैंक द्वारा तय किए गए दर पर आकस्मिक कार्यों/कम महत्व के कार्यों के मामले में आपूर्ति/खरीद किसी भी सूचीबद्ध एजेंसी से कर सकती है। इसके अलावा, बैंक को कार्य की प्रकृति व महत्व के आधार पर किसी कार्य विशेष हेतु निविदा प्रक्रिया शुरू करने का अधिकार है।
- Generally, the routine works of the Bank are awarded/procurements are made on calling competitive Tenders/ RFP/ Quotations from the empanelled Consultants, Contractors, Suppliers and Service Providers and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis at the rate fixed by bank and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
- आवेदन पत्र जमा करना:** आवेदक को <https://www.canarabank.com/tenders.aspx> में उपलब्ध पीडीएफ फ़ाइल को **एडोब रीडर संस्करण 8** (अथवा इसके बाद के संस्करण) में खोलकर सभी संबंधित विवरणों को प्रविष्ट करना चाहिए और इस भरे हुए फॉर्म का प्रिंटआउट लेना चाहिए। अंतिम तिथी से पहले संलग्नक के रूप में उपलब्ध .xml फ़ाइल को सहेजकर आगे की प्रक्रिया के लिए [premieranchico@canarabank.com](mailto:premieranchico@canarabank.com) पर भी भेजा जाना चाहिए। कोई समस्या होने पर 9771480991 / 7567844666 पर फोन कर सकते हैं।
- Method for Application:** The applicant should use the editable “Empanelment Application - Ranchi CO.pdf” file by opening in **Adobe Reader version 8 and above**. This file has been hosted on our Corporate Website along with this document and can be downloaded from <https://www.canarabank.com/tenders.aspx>. The details of the applicants and their experience shall be furnished in that prescribed PDF File only. If the input data exceeds the visible area of the form a prominent + mark will be marked on the printout. However, the full details entered by the applicant will be available in the .xml file generated using this PDF Form. **The applicant should fill all the relevant details and take a printout of this filled form.** He should also click on the “Submit the Application by email” button. If the Application is opened in Microsoft Outlook, the “Empanelment Application - Ranchi CO\_data.xml” file available as attachment should be saved and sent to [premieranchico@canarabank.com](mailto:premieranchico@canarabank.com) for further processing. Please ensure that the email is sent within due period. In case of any difficulty, you may call on 9771480991 / 7567844666 during this period.
- फर्म / कंपनी के प्राधिकृत व्यक्ति को अपनी कंपनी / फर्म की मुहर के साथ आवेदन के सभी 16 पृष्ठों में हस्ताक्षर करना चाहिए।
- The authorized person of the firm/ company shall sign in all the 16 pages of the application with seal of the company/ firm at prominent places.
- सभी सहायक दस्तावेजों के साथ भरे हुए आवेदन का प्रिंटआउट **रुपये पांच सौ नब्बे मात्र** (GST के साथ) के प्रसंस्करण शुल्क के रूप में **“केनरा बैंक, अंचल कार्यालय”** के पक्ष में रांची में देय डिमांड ड्राफ्ट के साथ जमा किया जाना चाहिए। निर्धारित शुल्क के बिना प्रस्तुत दस्तावेज अस्वीकृत किए जायेंगे।
- Printout of the filled Application along with printout of this document and all supporting documents should be submitted with a non-refundable processing fee of Rs. **590/-** (Rupees **FIVE HUNDRED NINETY** only, inclusive of applicable GST) by way of Demand Draft favoring “**Canara Bank, Circle Office**” Payable at Ranchi. The document submitted without the prescribed fee will be liable for rejection. The documents should be sent to the Circle Office Address given on the First Page.
- MSE / NSIC / KVI आदि को रु 590/- के प्रसंस्करण शुल्क का भुगतान करने से छूट दी गई है।** संबंधित उद्यम को उक्त कार्य के लिए आवश्यक वैध प्रमाण पत्र / दस्तावेजी साक्ष्य देने की आवश्यकता है।
- MSE’s (Micro and Small Enterprise) / NSIC / KVI etc. are exempted from paying the processing fee of Rs. 590/-** for which the concerned enterprise needs to provide necessary valid certificates / documentary evidence for the said work. For MSE’s, Govt. of India provision shall be considered while evaluating the tender.
- हर आवेदक आयकर प्रदानकर्ता होना चाहिए। उन्हें आयकर पैन, जीएसटी और अन्य आवश्यक वैध पंजीकरण संख्या की प्रति प्रस्तुत करनी चाहिए। कोई भी आवेदक को, जो अन्यथा पात्र है लेकिन आयकर जमा नहीं करता है, पात्र नहीं माना जाएगा।

6. Every applicant i.e. Consultants, Contractors, Suppliers & Service Providers must be an Income Tax Assessee. They should submit copy of the income tax PAN, GST and other required valid registration numbers. Any applicant, otherwise eligible but not an Income tax assesses, will not be considered for empanelment.  
वे वास्तुविद्/ ठेकेदार / आपूर्तिकर्ता, जो एक से अधिक श्रेणी के लिए आवेदन करना चाहते हैं, उन्हें प्रत्येक श्रेणी के लिए अलग-अलग आवेदन प्रपत्र और अलग डिमांड ड्राफ्ट के साथ तथा पृथक लिफाफे पर कार्य की श्रेणी अंकित करते हुए आवेदन जमा करना है।
7. The Consultants, Contractors, Suppliers and Service Providers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers super scribing the envelope with the category of work applied for.
8. आवेदक द्वारा आवेदन करने, आवश्यक स्पष्टीकरण प्रदान करने या विचार विमर्श में भाग लेने में, बैठकों या साइट का दौरा करने के दौरान हुए खर्च की प्रतिपूर्ति बैंक द्वारा नहीं की जाएगी।  
Costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, meetings or site visits will not be reimbursed by the Bank.  
पूर्व अर्हता मानदंड के संबंध में दस्तावेजी सबूत आवेदन पत्र के साथ प्रस्तुत किया जाना है। इस संबंध में, कार्य के आदेश और कार्य पूर्ण होने के प्रमाण-पत्र और या ऐसे अन्य दस्तावेजों की प्रतियां प्रस्तुत की जाएंगी। अधूरे आवेदन या अपनी पहचान स्थापित करने के लिए उचित सबूत के बिना आवेदन अस्वीकार्य किए जाएंगे और इस संबंध में पत्राचार पर विचार नहीं किया जाएगा।
9. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
10. आवेदकों का झारखंड राज्य की भौगोलिक अधिकार क्षेत्र में कार्यालय होना चाहिए। चयनित ठेकेदारों की सूचीबद्धता को सामान्य रूप से 31 मार्च 2022 तक मान्य किया जाएगा, बशर्ते कि उनके खिलाफ कोई अनुशासनात्मक कार्यवाही न की हो।  
The Consultants/ Contractors/ Suppliers having their office in the geographical jurisdiction of JHARKHAND STATE will only be considered. The empanelment shall be valid up to 31 March 2022 under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.
11. प्रस्तुत किए गए प्रमाण-पत्रों के आधार पर सूचीबद्धता एक विशिष्ट श्रेणी के लिए किया जाएगा। हालांकि, उच्च श्रेणी में सूचीबद्ध आवेदक निचली श्रेणी में भी कार्य करने के पात्र होंगे।  
The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
12. आवेदक को, 31.03.2020 से पहले पिछले 3 वर्षों के दौरान सार्वजनिक क्षेत्र के उपक्रम / केंद्रीय स्वायत्त निकाय / राज्य स्वायत्त निकाय / वित्तीय संस्थान और अन्य प्रतिष्ठित निजी फर्म में, एक प्रोजेक्ट में 80% क्लास लिमिट अथवा दो प्रोजेक्ट्स में 50% क्लास लिमिट या तीन प्रोजेक्ट्स में क्लास की 40% कॉस्ट लिमिट सीमा तक काम किया होना चाहिए।  
The Applicant (Consultants, Contractors, Suppliers & Service Providers) should have undertaken, One project costing 80% of the class limit OR Two projects costing 50% of the class limit OR Three projects costing 40% of the class limit, in Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions and other reputed private firms during last 3 years prior to 31.03.2020.
13. जो सलाहकार / ठेकेदार/ आपूर्तिकर्ता वर्तमान में सूचीबद्ध हैं, उन्हें भी नियत समय में पुनः आवेदन करना है।  
The Consultants, Contractors, Suppliers and Service Providers who are in present panel should also submit the application in due date.
14. वर्तमान में सूचीबद्धता मुख्य रूप से संबंधित श्रेणियों में उल्लेखित मूल्य सीमा तक के कार्यों के लिए है। किसी अन्य उच्च मूल्य के कार्यों के मामलों में बैंक पूर्व योग्यता के द्वारा कार्य ले सकती है।  
The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
15. आवेदक ने 31.03.2020 को पिछले 3 वर्षों के दौरान संबंधित श्रेणी में कम से कम 30% का औसत वार्षिक वित्तीय कारोबार किया होना चाहिए।  
The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2020.

16. यदि आवेदन एक लिमिटेड कंपनी द्वारा किया जाता है, तो एक अधिकृत व्यक्ति द्वारा आवेदन पत्र की प्रमाणित प्रतियां, निगमन का प्रमाण पत्र, एसोसिएशन के जापन पर हस्ताक्षर किए जाने चाहिए।  
If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
17. यदि आवेदन एक साझेदारी फर्म द्वारा किया जाता है, तो साझेदारी विलेख की एक प्रमाणित प्रति, फर्म का वर्तमान पता और फर्म के सभी भागीदारों के पूर्ण नाम और वर्तमान पते भी आवेदन के साथ होने चाहिए।  
If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
18. फर्मों का स्वामित्व या नियंत्रण बैंक के किसी अधिकारी / कर्मचारी या उनके रिश्तेदारों के पास नहीं होगा।  
Firms shall not be owned or controlled by any director or officer/employee of the Bank or their relatives having the same meaning as assigned under Section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/ Manufacturer/ Dealer by any director or officer/ employee of the Bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013 issued by the CEO or Director of the Firm to be submitted along with the Tender).
19. फर्मों को अपने लेटर हेड पर प्राधिकृत हस्ताक्षरकर्ता द्वारा, वे "ब्लैक लिस्टेड" नहीं किए गए हैं।, इस आशय का एक वचन पत्र प्रस्तुत करना होगा।  
Firms should submit an undertaking (on their letter head) that they have not been "Black Listed" by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.
20. आपूर्तिकर्ता यदि मूल निर्माता (ओ.ई.एम.) / प्रत्यक्ष डीलर / आपूर्तिकर्ता है, तो उसका रांची शहर के भौगोलिक अधिकार क्षेत्र में व्यापक / झारखंड राज्य में अच्छा नेटवर्क होना चाहिए। उनके पास 31.3.2020 से न्यूनतम तीन वर्षों की अवधि के लिए वैध डीलरशिप का एक प्राधिकरण पत्र होना चाहिए।  
The Supplier should be original manufacturer (OEM) / Direct Dealer / Supplier of the items having wide dealer and service network in the geographical Jurisdiction of Ranchi City and good network in Jharkhand state. They should have an Authorisation Letter of dealership which should be valid for a further period of minimum THREE years from 31.3.2020.
21. आवेदक को अपने कर्मियों, उपकरणों और विनिर्माण सुविधाओं का पूर्ण विवरण प्रदान करना चाहिए।  
The Contractors, Suppliers and Service Providers should provide details of the personnel, equipment and manufacturing facilities.
22. आवेदक किसी भी समस्या में योग्य इंजीनियरों की सेवा प्रदान करने में सक्षम होना चाहिए। सेवाओं की उपलब्धता को उनके द्वारा सुनिश्चित किया जाना चाहिए। योग्य इंजीनियर / तकनीशियन कंपनी का कर्मचारी होना चाहिए।  
The Contractors, Suppliers and Service Providers should be able to provide qualified service engineers for attending the problems if any during the Warranty/ AMC period. The availability of services of the engineers should be ensured by them. Qualified Engineers / Technicians should be an employee of the company.
23. आवेदक को झारखंड राज्य के क्षेत्रों में हमारी सभी शाखाओं में एक समान दर पर वस्तुओं की आपूर्ति और स्थापना के लिए तैयार होना चाहिए।  
**Applicant should be willing to supply and install the required items at uniform rates in all our branches in the areas of Jharkhand State without additional / differential freight charges.**
24. यदि अन्य चीजें समान हैं, तो पेशेवर रूप से योग्य आवेदक, जिन्हें सार्वजनिक क्षेत्र के बैंकों और वित्तीय संस्थानों के लिए प्रशासन से संपर्क करने का अच्छा अनुभव है, उन्हें किए गए कार्यों, तकनीकी और वित्तीय क्षमताओं जैसे विवरणों के आकलन के आधार पर चयन में प्राथमिकता दी जाएगी।  
Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. If other things being equal, the professionally qualified contractors & consultants who have undertaken the works for Govt. organizations and which are having the good experience in contacting administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.
25. नियत तिथि और समय के बाद प्राप्त आवेदनों को अस्वीकार्य कर दिए जाएंगे।  
Applications received after the due date and time is liable for rejections.



- अनुभव, प्रतिष्ठा, अन्य बैंकों, सार्वजनिक क्षेत्र के उपक्रमों, सरकारी संस्थानों के साथ आवेदक की सूचीबद्धता, उनकी कर्मचारी क्षमता, तार्किक क्षमता, वित्तीय क्षमता, गुणवत्ता आदि के आधार पर आवेदक का मूल्यांकन किया जाएगा और यदि आवश्यक पाया गया तो उनके द्वारा किए गए कार्यों का निरीक्षण भी किया जाएगा, जिसके लिए उनके द्वारा ही आवश्यक व्यवस्था करनी होगी। आवेदक को उनके द्वारा प्रस्तुत किए गए विवरणों, कार्यों के निरीक्षण एवं पात्रता मानदंड के आधार पर सूचीबद्ध किया जाएगा। सूचीबद्धता के लिए चयन / अस्वीकृति के संबंध में बैंक का निर्णय अंतिम और बाध्यकारी होगा और आगे कोई पत्राचार स्वीकार नहीं किया जाएगा। केवल सूचीबद्ध ठेकेदारों को डाक और ईमेल द्वारा सूचित किया जाएगा।
26. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Bank Officials may also visit the Office Premises/ Sites of Contractors/ Consultants/ Suppliers/ Service Providers for verification purpose. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post and email.
- सूचीबद्धता तभी मान्य होगी, जब उल्लिखित सभी पात्रता मानदंड समयावधि के दौरान पूरे किए जाएंगे। यदि आवेदक द्वारा प्रदान की गई सेवा असंतोषजनक पाई जाती है या यह पाया जाता है कि आवेदक द्वारा दी गई जानकारी गलत है या आवेदक बाद की किसी भी निविदा प्रक्रिया में लगातार तीन बार भाग नहीं लेता है तो बैंक किसी भी सूचना दिए बिना आवेदक को सूची से हटाने का अधिकार सुरक्षित रखता है। बैंक फर्म को ब्लैक लिस्ट करने की कार्यवाई भी कर सकता है। इस संबंध में बैंक का निर्णय अंतिम होगा।
27. Empanelment will be valid only, if all eligibility criteria mentioned in the advertisement are fulfilled during the entire empanelment period. If the service provided by vendor is found to be unsatisfactory or if at any point of time during the empanelment, it is found that the information provided by vendor is false or if vendor do not participate in any subsequent RFP or tendering process three times consecutively, the Bank reserves the right to remove the vendor from the empanelment list without giving any notice. Bank further may take the action to Black List the firm. Bank's decision in this regard will be final. Bank reserves the right to reject an offer under any of the circumstances such as Incomplete Information and/or all documents not attached, Or violates any terms and conditions in this document, Or If found that the information provided is false etc.
- केनरा बैंक निष्पक्ष होकर और बिना कोई कारण बताए किसी भी/ सभी आवेदकों को अस्वीकार करने का अधिकार सुरक्षित रखता है।
28. Canara Bank reserves its right to accept or reject any / or all the applications without prejudice and without assigning any reasons whatsoever. Bank has also reserves the right to avail the services of any Consultants, Contractors, Suppliers and Service Providers from outside the panel depending on the circumstances.
- जब किसी फर्म के निरंतर खराब प्रदर्शन की वजह से फर्म के साथ व्यापार संबंध पर प्रतिबंध लगाने को सही ठहराया या इसे ब्लैकलिस्ट किया गया, तो मामले के सभी कारकों और परिस्थितियों पर विचार करने के बाद कार्यवाई की जाएगी। बैंक द्वारा निर्दिष्ट अवधि के लिए प्रतिबंध लगाया जा सकता है।
29. When the misconduct of a firm or its continued poor performance justified imposition of ban on business relation with the firm or it's Blacklisting, this action will be taken after due consideration of all factors and circumstances of the case. Ban for a specified period of time may be imposed by The Bank.
- सूचिबद्धता आपको नियमित कार्यों के लिए समय-समय पर आमंत्रित विभिन्न निविदा प्रक्रिया में भाग लेने का अवसर प्रदान करता है। अपीत सूचिबद्धता किसी भी कार्य हेतु कार्य आदेश देने की गारंटी नहीं प्रदान करता है। आवेदक को इस प्रक्रिया के बाद परिसर अनुभाग के संपर्क में रहना चाहिए।
30. Empanelment provides you the opportunity to participate in the tender process invited from time to time for various routine works. Empanelment does not provide a guaranty for getting any work assigned. The Applicant should be in touch with the Premises Section after the Empanelment Process.

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## स्कोप, पात्रता मानदंड एवं संबंधित विवरण / SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

The Premises and Estate Section of Canara Bank, Ranchi Circle Office is managing and renovating various Branch Premises at various locations of Ranchi and other districts in Jharkhand state. The intention of this notice of empanelment is to maintain separate panel of Consultants, Contractors and Services Providers for various traits.

SI No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE APPLICANT CAN PARTICIPATE (AMT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1.	Consultant – Architectural Consultant	N/A	10	30	50
2.	Consultant – Electrical Consultants	1	10	30	N/A
3.	Contractors – Civil Engineering Work & Water Proofing Contractors	1	10	30	50
4.	Contractors – Electrical Contractors	1	10	30	N/A
5.	Contractors – Interior Furnishing and Modular Office Furniture	1	10	30	50
6.	SSP – Air–Conditioning System	1	5	25	N/A
7.	SSP – Biometric Access Control & Time Lock system	1	N/A	N/A	N/A
8.	SSP – CCTV Surveillance System	N/A	5	N/A	N/A
9.	SSP – Courier Services	1	5	N/A	N/A
10.	SSP – Electrical Fittings and Fixtures	N/A	5	N/A	N/A
11.	SSP – EPABX and Telephone Services	N/A	5	N/A	N/A
12.	SSP – Fire Fighting Equipments	N/A	2	N/A	N/A
13.	SSP – Glow Sign Boards	N/A	5	N/A	N/A
14.	SSP – Note Counting / Sorting Machine/ UV Lamps	N/A	10	N/A	N/A
15.	SSP – Pest Control System	N/A	2	N/A	N/A
16.	SSP – Security Alarms (Fire / Burglar / Auto Dialer)	1	N/A	N/A	N/A
17.	SSP – Security Services	N/A	10	N/A	N/A
18.	SSP – Strong Room Door, Safes, Locker suppliers	N/A	10	N/A	N/A
19.	SSP – Transportation and Taxi Services	1	N/A	N/A	N/A
20.	SSP – UPS System and UPS Battery	1	5	N/A	N/A

### सलाहकार / CONSULTANTS

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required. Assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

#### a. आर्किटेक्ट्स / Architects:

**Scope:** Architects' services include planning, designing, estimation, tendering, supervising & execution of construction & repairs/ renovations (in some cases involving structural evaluation)/ maintenance Civil Engineering works, interior furnishing works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, if sought by the Bank. The panel architects services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

**Eligibility:**

1. Graduate/ Post graduate degree in Architecture with minimum 3 years of experience in the respective field as on 31.03.2020.
2. The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

**b. इलेक्ट्रिकल कंसल्टेंट्स / Electrical Consultants:**

**Scope:** The services of Electrical consultants will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liaisoning with CEIG/ JSEB/ CESC & such other local authorities.

The electrical system of the Bank corporate offices are with HT substation of 500 KVA capacity and above, supported by DG sets for 100% load. Bank proposes to up grade such electrical HT system and upgrade DG sets capacity. Bank is looking for consultants who have specialized knowledge in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment with UPS, batteries, Air conditioners, ATM's and such other latest electronic/computer gadgets, specialized electro-mechanical works like DG sets, lifts, Building Management System etc.

**Eligibility:**

1. Graduate in Electrical Engineering with minimum 3 years of experience in the respective field as on 31.03.2020.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts
3. For Electrical Audit purpose the Electrical Consultants who have certificate from Bureau of Energy Efficiency, Govt of India will be preferred

**ठेकेदार और सेवा प्रदाता / CONTRACTORS, SUPPLIERS AND SERVICES PROVIDERS:**

Empanelment of Contractors and Service Providers is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

**1. सिविल इंजीनियरिंग कार्य / Civil Engineering & Water Proofing works:**

The broad scope of work of Civil Contractors is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, earthwork, masonry, plastering, RCC and PCC work, flooring, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only), waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank.

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

**2. आंतरिक प्रस्तुती / मॉड्यूलर प्रस्तुती / Interior Furnishing / Modular Furnishing:**

The scope of work of Contractors for Interior works mainly include original works, alterations and renovations of the branch premises involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied furnishing works.

The Class A, B contractors shall have full fledged work shop for preparing the furnishing/ furniture items.



Scope of work for Contractors of the office ready modular furniture mainly include supply, installation, of chairs (like computer operators chairs, executive chairs, conference chairs etc) , table, almirah, rack, storage units, modular work stations, low height & full height partitions with MS / Aluminium frame works, file racks, compactors, Photo Copiers, Audio Video equipments etc. etc. for branches / offices of a Bank / Government Departments / Public Sector Undertaking / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions or other reputed firms. The suppliers should have minimum of 3 years experience in supplying various type of loose furniture. Also the suppliers should have sufficient staff and satisfactory experience in maintenance of all type of office ready furnitures.

### 3. विद्युत ठेकेदार / Electrical Contractors including Electrical Fittings and Fixtures

The scope of work for Electrical Contractors is to undertake HT as well LT works, providing panel board for LT applications, providing protective switchgear, internal and external electrification along with outlet points, associated cabling, copper plate/chemical earthing, point wiring for appliances/components like airconditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, networking for voice communication along with preparation of outlet points, networking for a computerized office environment along with preparation of outlet points, liaisoning with JSEB for requirements like obtaining additional power, fault management, metering and billing & any other requirements like breakdown repair and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liaisoning with JSEB in case of meter burnouts etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works. Exposure to repairs of other appliances like fridge, mixers, washing machines etc. will be added advantage.

Electrical contractors shall have necessary permits / license from CEIG office and familiar with IE rules & other relevant regulations and guidelines issued by various Govt. authorities.

### 4. एयर कंडीशनिंग उपकरण के रखरखाव सहित आपूर्ति / Air conditioning equipments suppliers including maintenance:

The Air-conditioner units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners and should be direct dealer and have good service network in the Ranchi city and in other major districts of Jharkhand state.

### 5. ग्लो साइन बोर्ड की आपूर्ति / Supply and fixing of Glow Sign Board :-

The scope of work includes fabrication, supply, Installation and maintenance of various sized Glow Sign (Back Lit) Board, Non Lit Boards, Front Lit Boards, Name Boards and various other Bank Signage using Bank approved Flex material and vinyl material, One way visibility vinyl stickers etc. as required from time to time. They should have qualified artwork designing team.

The vendor should have sufficient knowledge in Sign board area, quality product and having good skills workers in this field. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.

### 6. यूपीएस / बैटरी की आपूर्ति / Supply of UPS / Battery :-

Generally Bank empanells UPS vendors with conventional technology like online UPS with Batteries; however, the vendors with any other UPS Technology such as renewable energy sources like solar energy can also apply for the empanelment. Bank is having right to accept or reject such new technology.

Supplier shall have minimum of 5 years experience in supplying and installation of UPS and Batteries with different capacity to large offices with authorized dealers of the Branded UPS / Battery preferable exide and Amraraja Make. They should be ready to supply and install the items in all our branches in the areas of Jharkhand State without additional / differential freight charges. Also, the supplier should have the experience with full-fledged service setup Jharkhand, in maintenance of all those equipments.

**7. सुरक्षा उपकरण जैसे की फायर अलार्म, बर्गलर अलार्म, ऑटो डायलर, अग्नी शामक, सीसीटीवी, बायोमैट्रिक अभिगम, टाईम लॉक ई. की आपूर्ति / Supply of Security Gadgets such as Fire Alarm System, Burglar Alarm System, Auto Dialer, Fire Extinguisher, CCTV, Biometric Access Control & Time Lock system etc :-**

The scope of work for Contractors / Suppliers and Service Providers of the Security Devices such as Fire Detection and Alarm System / Burglar Alarm System / Auto Dialer System / Fire Extinguishers / CCTV system / Biometric Access Control / Time Lock system etc (as applicable) mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning for branches / offices of a Bank / Government Departments / Public Sector Undertaking / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions or other reputed firms.

The suppliers should have a good experience in supplying various types of Fire Detection and Alarm System / Burglar Alarm System / Auto Dialer System / Fire Extinguishers / CCTV system / Biometric Access Control / Time Lock system etc with different Capacity to large Offices. Also the suppliers should have sufficient staff and satisfactory experience in servicing / maintenance of all type of such Security equipment systems as applicable.

If Banks requires imported or specified Security items then the vendor should have the direct dealership of the products which he needs to be supplied.

**8. कूरियर सेवाएं / Courier Services :-**

Courier Service Provider should have office in the geographical Jurisdiction of Ranchi City and good service network in Urban, Semi urban and Rural areas of Jharkhand state. They should have all India presence. Office in Dhanbad, Jamshedpur and other important cities of Jharkhand will be preferred. Proof of address with copy of lease agreement for proof of ownership should be attached in support of this. The Courier agency should have provided satisfactory service in the respective region to any of the Scheduled Banks / Financial institutions / Government Departments having all India network etc. Order copies OR Satisfactory certificate from the clients with number years of service should be attached.

The Courier Agency having the facility of Web tracking of the Courier / Consignments will be preferred.

**9. नोट गिनती मशीन / नोट सॉर्टिंग मशीन / अल्ट्रा वायलेट लैम्प की आपूर्ति / Note Counting Machine / Note Sorting Machine / UV Lamps**

They should have minimum of 3 years experience in the activity of supply and maintenance of Loose / Value Note counting machine and Bundle/ Section note counting machine, currency Note Authenticator / Note Sorting Machines capable of detecting suspected counterfeit notes as per latest RBI guidelines.

The Model of NCM/ NSM/ UV Lamp quoted by the supplier should be of reputed brand and have been released / operational in the market for at least 12 months. Model offered by the Vendor should have passed the testing done at National Test House, Chennai in recent time. The test should comply the technical specifications & guidelines on Note Authentication and Fitness Sorting Parameters (Testing procedures). Copy of recent Test Certificate from National Test House, Chennai (Govt. of India), complying bank's Technical specifications & testing procedure should be submitted.

**10. कीट नियंत्रण सेवाएं / Pest Control System**

They shall be resourceful with manpower for various traits/ skilled- semiskilled/ unskilled, to undertake pest control works of commercial Building complex/ corporate offices, residential complex including multistoried building.

They should have provided satisfactory Pest Control Services in any of the Scheduled Banks / Financial institutions / Government Departments etc.

**11. सुरक्षा सेवाएं / Security Services**

Private Security Agencies (PSAs) should have valid PSARA License of the Jharkhand State with minimum of 3 years experience in providing Security Guards' services to Banking Sector.

PSA should have provided the services to at least THREE Government Establishments / Public Sector Banks / Other Scheduled Commercial Banks / Public Sector Undertakings during the last 03 (Three) years and should have at least 2 (Two) running contracts with at least 50 guards deployed with single client

PSAs should have their own infrastructure for training their guards in the Jharkhand State. Address of the training facility must be compulsorily provided with the Application without which it may be rejected.

**12. स्ट्रॉंग रूम द्वार, सेफ, लॉकर की आपूर्ति / Strong Room Door, Safes, Locker suppliers**

The suppliers should have minimum of 5 years experience in supply, Installation and maintenance of Strong Room Door, Safe Deposit Lockers, FBR Safes, TRTL Safe, FRFC cabinet etc., to large Offices. Also the suppliers should have experience with good skilled workers in maintenance of such Security equipments. If Banks requires imported Security items the vendor should have the direct dealership of the products he needs to be supplied.

**13. दूरसंचार एवं एक्सचेंज सेवा / Telephone and EPABX Services**

The suppliers should have minimum of 3 years experience in supply, Installation and maintenance of various EPABX and related Telephone Services. The suppliers should have experienced and skilled workers.

**14. परिवहन और टैक्सी सेवा / Transportation and Taxi Services**

The suppliers should have minimum of 3 years experience in providing various vehicles for transportation of staff, material and equipments as required to be transported between various offices of the bank. The suppliers should have a fleet of vehicles along with good skilled drivers.

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## सूचीबद्धता के लिए प्राप्त आवेदन हेतु मूल्यांकन / Evaluation Criterion for the Empanelment Application

As the process of Empanelment deals with the submission of documents and fulfilling the required eligibility criterion; the list of Empanelled Vendors will be made based on a score of 100 maximum points in 10 different parameters. The applicant, who scores minimum **40 points out of 100**, will be considered successful, as per the following evaluation / scoring system.

Sr No	PARAMETER	SCORING CRITERION WITH SCORE POINTS
1.	<b>How old is the Firm?</b>	More than 10 years - 10 points
		10 to 5 year – 8 points
		5 to 3 year - 6 points
		3-1 year - 4 points
		Less than a year - 2 points
2.	<b>Turnover of the Company</b>	100% of required criterion – 10 points
		80 to 90% of required criterion – 8 points
		70 to 80% of required criterion – 7 points
		60 to 70% of required criterion – 6 points
		50 to 60% of required criterion – 5 points
		40 to 50% of required criterion – 4 points
		30 to 40% of required criterion – 3 points
3.	<b>Spread of services in Jharkhand</b>	More than Jharkhand State covered – 10 points
		Any one RO covered - 3 points each
4.	<b>Compliance to Registered Authorities</b>	All the required Licences available and returns filed – 10 points
		If few returns are not filed – proportionally reduce weightage
5.	<b>Number of Employees</b>	Adequate as per the required eligibility (100%) – 10 Points
		If permanent employees are less – proportionally reduce the weightage
6.	<b>Works Completed</b>	All completed as per eligibility criterion – 10 Points
		If works are in progress – proportionally reduce the weightage
7.	<b>Expertise in field</b>	Experienced staff and service as per the eligibility – 10 Points
		If any deficiency – proportionally reduce the weightage
8.	<b>Customer feedback</b>	Best customer feedback as per eligibility – 10 Points
		If feedback is lacking – proportionally reduce the weightage
9.	<b>Documents submitted</b>	Minimum 100% authentic and certified documents- 10 Points
		If documents are less – proportionally reduce the weightage
10.	<b>Empanelment Status</b>	Empanelled in our bank with good track record - 10 Points
		Empanelled in peer banks with good track record - 9 Points
		Empanelled in other as per eligibility - 7 Points
		Empanelled in private / cooperative sector – 5 Points

In cases where quantifiable information is NOT available / provided, for calculation of points, following proportionate scale will be used and accordingly the points will be awarded:

**Excellent/ Best** -- **Very Good** -- **Good** -- **Satisfactory** -- **Bad** -- **Very Bad / Worst**  
(High Points) ---> <--- (Low Points)

The scores will be awarded on the basis of information provided, inquiries made by phone or email or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. This score may also be used for distribution of work in case of multiple firms are eligible by fulfilling the criterion.

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